

**Summary of the
NELAC Board of Directors Teleconference
March 26, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, March 26, 1998 at 1:30 p.m. EST. The meeting was led by the Board Chair, Ms. Carol Batterton. A list of action items is provided in Attachment A and a list of participants is provided in Attachment B.

Approval of Minutes

The minutes of the February 27, 1998 conference call were approved.

Draft Policy on Credentials Verification

Ms. Irene Ronning, Chair of the Membership and Outreach Committee, discussed the committee's responsibility for verifying credentials of voting members. The House of Representatives members are appointed by a letter from the governor of their respective state or head of a federal agency. The appointing official can also designate whether or not an alternate can be selected. For the House of Delegates, the Membership and Outreach Committee must ascertain that they represent the appropriate governmental body and are affiliated with a laboratory accreditation program or environmental regulation program. It was decided that an alternate can be selected by the appointed representative if the governor did not indicate on the form that one could not be selected. The Membership and Outreach Committee has modified the registration form so that the credentials of the delegates and representatives can be verified more easily. Ms. Ronning is to reword the letter to the governors for next year to clarify that a new representative need be appointed only if the current representative is to be replaced.

Implementation Committee

Dr. Carl Kircher addressed the concern of possible overlap of duties of the Implementation Committee, Membership and Outreach Committee and the Transition Committee. He discussed the results of the National Council of State Legislatures (NCSL) survey results. It was suggested the results be placed on the NELAC bulletin board so that it can be checked for accuracy. On the discussion of the NELAC implementation by/for EPA programs, the Board suggested that they continue, as in the past, to have the EMMC Panel Chairs communicate directly with the Committee Chairs on issues. On the issue of implementation for small laboratories, the Board supported the development of a fact sheet for their information. On the issue of NELAC cost/benefit analysis the Board agreed that identifying the elements of an analysis would be helpful, but that estimates should be left to the discretion of the states. On rulemaking preambles, analyte sheets, and applications, the Board asked that Dr. Kircher provide to them what has been developed. The Board asked that the Implementation Committee follow their charge of providing information on EPA regulations and laws that impact laboratory testing and accreditation. This includes tracking federal laws and regulations, model legislation, rules, etc. and providing access

to this information. It was suggested that all information be posted on the bulletin board.

A discussion on the possibility of changing the Implementation Committee's name back to its original name, "Regulatory Committee," and combining the Implementation and Membership and Outreach Committees ensued. The combination of the committees is to be a long-term action item with a report being due after the Annual Meeting.

Summary of the EMMC Panel Meeting

Ms. Nancy Wentworth and Dr. Fred Haeberer reported on the EMMC Panel meeting. Ms. Wentworth stated that a consolidated set of comments and proposed revisions, which were ranked according to priority, resulted from the meeting. Dr. Haeberer stated that more of a focus was put on PBMS. The issues were that the proposed standards do not necessarily take all the regulatory or program requirements into consideration. He reported that the Quality Systems Committee would be meeting to review the chapter and accept proposals that are viable and make appropriate changes for additional proposals to meet regulatory and program office needs. Ms. Mourrain asked Dr. Haeberer to provide a copy of the EMMC proposed changes to the Board members. It was suggested that the Quality Systems committee's rationale for changes or refusal of changes be communicated back to the EMMC Panel.

PTOB Contingency Plans

Dr. Jackson reported that it appears that NIST will be restricted to WS and WP analytes. A contingency plan will be presented at the meeting in Dallas to cover other analytes, assuming that NIST has a program in place acceptable to NELAC. An ad hoc committee within NELAC could be formed to supplement the efforts of NIST. Dr. Jackson gave an overview of the conference calls held with Ms. Reenie Parris of NIST. The PT Committee will discuss the issues of concern with NIST and come up with a recommendation. The Board decided to table this issue and discuss it at their next meeting.

Potential Recommendations

Ms. Bouchard reported that she had reviewed all of Chapter 1 in regard to the proper or improper use of "reciprocity vs. recognition" and the language is fine.

Action Items
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Item No.	Action	Date Completed
1.	Dr. Irene Ronning will reword the letter to the governors to clarify the intent regarding appointees.	
2.	Dr. Ronning and Ms. Jeanne Mourrain will work on formatting the policy regarding voting rights of alternates.	
3.	Ms. Mourrain will post the results of the NCSL survey on the bulletin board.	
4.	Dr. Carl Kircher will be the contact point for the “fact sheet” information for small laboratories seeking a model QA plan.	
5.	Dr. Kircher will furnish model legislation and the element for a cost benefit analysis for placement on the bulletin board.	
4.	Ms. Nancy Wentworth will provide Dr. Kircher with contact information to obtain the latest EPA rules and legislation.	
5.	Dr. Ronning and Dr. Kircher will consider the merger of their respective committees and report back to the Board after the Annual Meeting.	
6.	Dr. Haeberer will provide the EMMC Panel’s proposed changes to Chapter 5 to the Board.	

List of Participants
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Name	Affiliation	Telephone Numbers
Ms. Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
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Dr. Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Ms. Pauline Bouchard (invited guest)	MN Dept. Of Health	Tel: 612-215-0710 Fax: 612-215-0979 e-mail: pauline.bouchard@health.state.mn.us
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Dr. Fred Haeberer (invited guest)	USEPA, ORD	Tel: 202-564-6872 Fax: 202-564-2441 e-mail: haeberer.fred@epamail.epa.gov

Dr. Gary King (Absent)	Advanced Sciences	Tel: 505-872-3508 Fax: 505-872-6827 e-mail:
Dr. Carl Kircher (invited guest)	Florida HRS	Tel: 904-791-1574 Fax: 904-791-1591 e-mail: carl_kircher@dcf.state.fl.us
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